



## PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING Provision of interim services

The objective of this Notice is to inform you about the collection and processing of your personal data in line with the applicable Data Protection Regulation 2018/1725<sup>1</sup>.

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#### 1. [Why does F4E process my personal data? Whose data is processed?](#)

The data processing concerns the provision of interim services. The purpose of this procedure is to select and manage interim staff for Fusion for Energy.

F4E processes personal data related to the interim candidates and the F4E legal representative.

#### 2. [What is the justification for the processing?](#)

Processing of the data is necessary for the **performance of F4E tasks** on the basis of the F4E founding instrument and/or other legal instrument adopted on the basis thereof or for compliance with a specific legal obligation F4E is subject to.

It is based on:

Council Decision of 27 March 2007 “establishing the European Joint Undertaking for ITER and the Development of Fusion Energy and conferring advantages upon it” - 2007/198/Euratom, as last amended by Council Decision of 10 February 2015 (2015/224 Euratom), O.J. L 37, 13.2.2015, p.8, in particular Article 6 thereof;

Statutes annexed to the Council Decision (Euratom) No 198/2007 “establishing the European Joint Undertaking for ITER and the Development of Fusion Energy and conferring advantages upon it”, as last amended on 10 February 2015, in particular Article 10 thereof;

- Article 101 of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No

1605/2002, Official Journal L 298 , 26/10/2012 P. 0001 – 0096;

- Article 122 of the Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, Official Journal L 362 , 31/12/2012 P. 0001 – 0111;

- Multiple Framework Service Contracts in cascade for the provision of interim support staff services, signed between Fusion for Energy and the interim agencies on 28/11/2017 (Randstad) and referenced F4E-AMF\_0862.01.01 and F4E-AMF\_0862.01.02 (Adecco signed on 5/12/2017).

### 3. Which data is F4E processing?

(a) General personal data:

- Name and contact details of the Legal Representative of Fusion for Energy Framework Contract between Fusion for Energy and the Interim Agency:
- Bank account of the interim agency
- Name of the bank, address of the branch in full, exact designation of the account holder, full account number including codes, iban code

Specific contract between Fusion for Energy and the Interim Agency (when an interim agent is requested):

- Legal representative of the interim agency (name, surname, DNI, NIF, social security number for contributions, agency address, registration number).
- Legal representative of fusion for Energy (name, surname, DNI, NIF, social security number for contributions, address).
- Name, surname of the interim agent.

A copy of the contract between the interim agency and the interim agent is sent, on the initiative of the interim agency and for information purposes only, to F4E. It contains the name of the interim candidate and the information related to the interim agency.

Timesheet to be filled out by the interim agent:

- Name, first name
- Working hours

Data related to interim agents and required in order to conduct the selection process:

- CV
- Name, first name

- Date of birth
- Nationality
- Work experience
- Education and training
- Languages
- Evaluation report established by the interim company

Motivation letter from the candidate:

Name, first name and any other personal data the candidate may add in the letter (education, work experience, languages...)

(b) Sensitive personal data (Article 10)

Not Applicable

### 4. Who has access to my data?

The following people have access to your personal data:

- The CV of the interim agent is sent to: HR responsible officer and the service concerned (Selection Committee).
- The contract signed between F4E and the service provider is sent to the F4E HR Business Partners team for the signature of the HR's HoU.
- The signed contracts are later sent internally by the HR back office to the F4E HR finance officer when the invoice is processed.
- The timesheets are sent by the provider to the f4e-interims mailbox. The HR back office in charge of paying the invoices has access to this mailbox.
- The timesheet and the contract signed between Fusion for Energy and the service provider are sent to Fusion for Energy finance officer for invoicing purposes.
- IDM Manager, if necessary for support
- ICT Officer responsible for the dedicated database, if necessary for technical support

Also, only if appropriate and necessary, for monitoring or inspection tasks, access may be granted to:

- Director of F4E
- Head of Admin
- Head of the Legal Service Unit, and/or responsible Legal Officer
- F4E Data Protection Officer and Anti-Fraud & Ethics Officer
- IAC / IDOC

their description and reference(s) in your request.

**5. [How long does F4E store my data?](#)**

The data of unsuccessful candidates are kept for five years. The data of successful candidates are kept during the time of the contract plus seven years to allow the auditors to verify the financial control procedures.

**6. [Does F4E intend to transfer my data to third countries or International Organizations?](#)**

No.

**7. [What are my rights in relation to my data and how can I exercise them?](#)**

You have the right to access your personal data, to correct any inaccurate or incomplete data, to request restriction or erasure, or to object to the processing, pursuant to Articles 14(3) and 17-23 of Regulation 2018/1725.

Any request to exercise one of those rights should be directed to the Controller ([HR-DataProtection@f4e.europa.eu](mailto:HR-DataProtection@f4e.europa.eu)). Where you wish to exercise your rights in the context of one or several specific processing operations or files, please provide

Exceptions based on Article 25 of Regulation 2018/1725 may apply [See Governing Board Decision of 9 December 2019<sup>2</sup>]. In that case, the data subject shall be informed of the principal reasons for applying such restrictions.

**8. [Contact details of the Data Protection Officer](#)**

You may contact the Data Protection Officer (DPO) of F4E ([DataProtectionOfficer@f4e.europa.eu](mailto:DataProtectionOfficer@f4e.europa.eu)) with regard to issues related to the processing of your personal data under Regulation 2018/1725.

**9. [Right to lodge a complaint](#)**

You have the right to lodge a complaint to the European Data Protection Supervisor ([EDPS@edps.europa.eu](mailto:EDPS@edps.europa.eu)), if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by F4E.

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<sup>1</sup> Regulation 2018/1725 of 23 October 2018 “on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data”. O.J 21.11.2018, L295/39.  
This Privacy Notice is in line with Article 14 and 15 of that Regulation (Principle of Transparency).

<sup>2</sup> [O.J., 10.02.2020, L 37/18.](#)